

# Air Force Materiel Command

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*Developing, Fielding, and Sustaining America's Aerospace*

## **Advisory & Assistance Services 19 Mar 04**



**U.S. AIR FORCE**

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***Integrity - Service - Excellence***



# AF Policy Statement



*HQ AFMC/PK*

The acquisition of A&AS is a legitimate way to support AF missions and operations. Accordingly, A&AS may be used at all organizational levels to help managers achieve maximum effectiveness or economy to meet mission requirements.



# What is A&AS?



**HQ AFMC/PK—**

- Services acquired by contract to:
  - Support/improve an organization's policy development
  - Support/improve decision making, management & administration
  - Support program and/or project management & administration
  - Management & support services for research and development
  - Engineering & technical support services
  - Improve effectiveness of organizational management processes/ procedures



# A&AS Categories



**HQ AFMC/PK—**

- Management and Professional Support Services (MPS)
  - Help to achieve effective/management and operations
- Studies, Analyses, and Evaluations (SAE)
  - Provide organized, analytical assessment/evaluations for decision-making, management, or administration
- Engineering and Technical Services (ETS)
  - Provide direct support for managing technical activities



# A&AS May be used to ...



***HQ AFMC/PK—***

- Obtain specialized opinions or professional and technical advice or assistance
- Obtain outside points of view
  - Enhance understanding or develop alternative positions/solutions
- Obtain reviews, analyses, appraisals, or summaries of information
- Improve program and/or project management of DoD systems or programs
  - Program monitoring; resource management, planning, programming; and milestone and schedule tracking
- Support or improve management/administration of DoD organizations
- Provide advice for efficient/effective operation of fielded weapons, weapon support and communication systems and equipment, or components (does not include CLS, ICS or Sustaining Engrg)
- Assisting introduction & transfer of eng and tech knowledge for fielded systems, equipment, and components



# A&AS Cannot be used to....



***HQ AFMC/PK—***

- Perform inherently governmental functions
- Perform personal services unless supported by a Secretarial D&F
- Bypass or undermine personnel ceilings, pay limitations, or competitive employment procedures
- Award contracts to former Government employees on a preferential basis
- Obtain professional or tech advice available within the Federal Government
- Specifically influence or enact legislation



# Separate but Related Issues

**HQ AFMC/PK—**

- Inherently Governmental Functions
  - Activities that require exercise of discretion in applying government authority or in making value judgments in making decisions for the Government
  - Advice, opinions, and recommendations are acceptable
- Personal Services
  - Employer-employee relationship
  - Continuous Government supervision & control
  - Authorized by statute (i.e., medical personnel)



# A&AS Issues



**HQ AFMC/PK—**

- Is there a ceiling or limit on A&AS positions?
  - There was a ceiling imposed by Air Force but that expired in FY01
  - Only constraint now is budget
- A&AS Reporting (PB-15)
  - Manually done, very time consuming & resource intensive
  - Initiatives to automate report are being examined
  - Need for report is being challenged at Air Staff
- Identifying A&AS
- A&AS and PBSA





# A&AS Identification



**HQ AFMC/PK—**

- Begin with definition then move to categories
  - Because something is identified as a “study” does not necessarily mean it’s A&AS
  - It must be a study related to definition of A&AS
  - Example: A study assessing the use of a “Filtered Cathodic Arc Plasma Deposition (FCAPD) process to apply reflective high-energy laser coatings to complaint polyamide substrates for space-based mirrors” is probably not A&AS
  - Remember A&AS provides a management or mangement/technical support function
- A&AS does not provide an implementing or performing function (i.e., grounds maintenance or repair of a weapon system)



# Identifying A&AS



**HQ AFMC/PK—**

- Deciding if an effort is A&AS is often application-dependent
- Requires judgment and discernment
- Ask the following questions:
  - Is primary purpose to provide “advice” or “assistance” in managing some aspect of Government work?
  - Does effort fit within the definition of A&AS and in one of the three categories?



# A&AS and PBSA



**HQ AFMC/PK—**

- Difficulty in identifying measurable performance outcomes
- “Like nailing Jell-o to a tree”
  - “Buying a level of effort applied to a particular purpose; not buying an outcome with objective measurable standards”
- Biggest stumbling block: our individual experiences working with A&AS contractors on the job
- Need to start with the SOW and identify tasks and expected outcomes
  - Ask “How will I know the service was performed?” and “What is the consequence if it isn’t?”
- Sample SOWs and Services Delivery Summaries available on the AF Contracting Toolkit  
<http://www.safaq.hq.af.mil/contracting/toolkit/part37/aas.html>
- Ask industry input for performance standards and measurements



# On-Going Initiatives



**HQ AFMC/PK—**

- DDD approval threshold
  - Request to increase threshold from \$50K to \$250K submitted to SAF/AQX 9 Jul 03
  - Requires OSD concurrence
    - Updated DODD 4205.2 needed
- A&AS policy responsibility may be transferring to SAF/AQC



# Upcoming Event



**HQ AFMC/PK—**

- AFMC sponsored A&AS Symposium
  - 21-22 April 2004
  - Dayton Ohio
- HQ AFMC A&AS Points of Contact
  - Eric Van Pelt, HQ AFMC/DRO, DSN 787-7280
  - Janice Pruitt, HQ AFMC/FMP, DSN 787-7234
  - Polly McCall, HQ AFMC/PKV, DSN 986-0325



# A&AS



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**HQ AFMC/PK**

## Back Up Slides



# Inherently Governmental Functions



**HQ AFMC/PK—**

1. Criminal investigations
2. control of prosecutions and performance of adjudicatory functions
3. command of military forces
4. conduct of foreign relations and determination of foreign policy
5. determination of agency policy
6. determination of Federal program priorities for budget requests
7. direction and control of Federal employees.
8. direction and control of intelligence and counter-intelligence operations.
9. selection or non-selection of individuals for Federal Government employment
10. approval of position descriptions & performance standards
11. determination of Government property
12. Certain Federal procurement activities



# Inherently Governmental Functions (con'd)



**HQ AFMC/PK—**

13. Approval of agency responses to FOIA requests & approval of agency responses to the administrative appeals of denials of FOIA requests
14. Conduct of administrative hearings to determine eligibility of any person for a security clearance, or involving actions that affect matters of personal reputation or eligibility to participate in Government programs
15. Approval of Federal licensing actions and inspections
16. Determination of budget policy, guidance, and strategy
17. Collection, control, and disbursement of fees, royalties, duties, fines, taxes, and other public funds, unless authorized by statute, such as 31 U.S.C. 952 (relating to private collection contractors) and 31 U.S.C. 3718 (relating to private attorney collection services)
18. Control of the treasury accounts
19. Administration of public trusts
20. Drafting of Congressional testimony, responses to Congressional correspondence, or agency responses to audit reports from the IG, GAO, or other Federal audit entity.





# Non-Inherently Governmental Functions



**HQ AFMC/PK—**

**NOTE: Certain services and actions that are not considered to be inherently governmental functions may approach being in that category because of the nature of the function, the manner in which the contractor performs the contract, or the manner in which the Government administers contractor performance**

- (1) Services that involve or relate to budget preparation, including workload modeling, fact finding, efficiency studies, and should-cost analyses, etc.
- (2) Services that involve or relate to reorganization and planning activities.
- (3) Services that involve or relate to analyses, feasibility studies, and strategy options to be used by agency personnel in developing policy.
- (4) Services that involve or relate to the development of regulations.
- (5) Services that involve or relate to the evaluation of another contractor's performance.
- (6) Services in support of acquisition planning.
- (7) Contractors providing assistance in contract management (such as where the contractor might influence official evaluations of other contractors).
- (8) Contractors providing technical evaluation of contract proposals.
- (9) Contractors providing assistance in the development of statements of work.
- (10) Contractors providing support in preparing responses to Freedom of Information Act requests.



# Non-Inherently Governmental Functions (con'd)



***HQ AFMC/PK—***

- (11) Contractors working in any situation that permits or might permit them to gain access to confidential business information and/or any other sensitive information (other than situations covered by the National Industrial Security Program described in 4.402(b)).
- (12) Contractors providing information regarding agency policies or regulations, such as attending conferences on behalf of an agency, conducting community relations campaigns, or conducting agency training courses.
- (13) Contractors participating in any situation where it might be assumed that they are agency employees or representatives.
- (14) Contractors participating as technical advisors to a source selection board or participating as voting or nonvoting members of a source evaluation board.
- (15) Contractors serving as arbitrators or providing alternative methods of dispute resolution.
- (16) Contractors constructing buildings or structures intended to be secure from electronic eavesdropping or other penetration by foreign governments.
- (17) Contractors providing inspection services.
- (18) Contractors providing legal advice and interpretations of regulations and statutes to Government officials.
- (19) Contractors providing special non-law enforcement, security activities that do not directly involve criminal investigations, such as prisoner detention or transport and non-military national security details.